

TO: All qualified Applicants
FROM: Clemencia Acacha, Supervisory Executive Specialist
Subject: Job Opportunity Announcement Solicitation #: 680-15-000007
Date: June 29, 2015

USAID is accepting applications for the following local-hire position

POSITION TITLE: USAID Project Management Specialist (Malaria PMI)
NUMBER OF POSITIONS: One (1)
GRADE: **FSN 11** (FCFA 18,472,540 to FCFA 32,899,204)
FSN 10 (trainee level FCFA 14,836,154 to FCFA 26,171,884)
OPENING DATE: July 2, 2015
CLOSING DATE: July 22, 2015 at 12:00 p.m Cotonou time
WORK HOURS: Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

I. BASIC FUNCTION OF POSITION:

The Malaria Program Management Specialist, in collaboration with the USAID and CDC President's Malaria Initiative (PMI) Advisors based in Benin, will be part of the Mission's Health Team and assist in overseeing the planning, management and monitoring of multiple projects and activities in the malaria control project within the USAID's Mission in the Benin program portfolio. The position is based in Cotonou.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Program Management (45%)

Job holder, in collaboration with the malaria team, is responsible for all aspects of the Mission's malaria programs and activities: planning, organizing, implementing, coordinating, and monitoring for results. Serves as a consultant to host government and other in-country partners in matters related to national activities aimed at malaria services. Serves as a permanent member of the USAID/Benin Health Team. S/he shall consider the macro picture of the health portfolio while focusing on malaria activities and work with the entire health team to mortality reduction goals.

In carrying out these responsibilities, job holder:

- 1) Takes an active role in developing specific the Mission's program goals and objectives for malaria initiatives. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the President's Malaria Initiative and the agency's PMI program in the Benin. The annual agency budget for malaria programs in the Benin in fiscal year 2014 is \$16.5 million. Works in close collaboration with other health program elements to ensure coordination and integration of malaria activities in the health portfolio. Participates in the development of planning documents such as the Malaria Operational Plan (MOP) and Benin Mission Project Appraisal Documents (PAD).
- 2) Works closely with senior and mid-level host government ministry officials, specifically with officials from the National Malaria Control Program, Global Fund partners, international and non-governmental organizations to: a) ensure sound management of malaria interventions implemented in the country; b) coordinate outreach that raises awareness among civic and social organizations of malaria issues and services available; c) provide technical assistance to ensure that malaria activities are based on the latest relevant science and that scientific knowledge is translated into guidelines, practices and program change; and d) influence other collaborative organizations engaged in malaria programs to adopt appropriate strategies for their program activities. Specific technical areas may include but are not limited to: case management of malaria including diagnosis in health facilities and at the community level, distribution of malaria commodities and LLINs through health facilities, large-scale "universal coverage" campaigns, work with the private sector, intermittent preventive treatment of pregnant women, and development of information, education and communications and behavior change communication (IEC/BCC) materials to promote the use of these interventions.

- 3) Monitors, provides guidance to and oversees results of activities funded through grants, contracts, cooperative agreements and other mechanisms to accomplish malaria program strategic objectives. Job holder monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all malaria-related study protocols meet human subject requirements and pass through ethical review with the appropriate Agency authority. This involves regular site visits and meetings with representatives of each organization to review progress. Coordination of such activities involves close working relationships with senior to mid-level public health officials in the Ministry of Health (MOH), UN, NGO and civil society organizations, and other bilateral organizations to make sure that malaria programs and activities are carried out correctly and in a timely manner. Job holder presents findings and recommendations for appropriate remedial action to correct identified program deficiencies to the head of section.
- 4) Ensures that USG-supported activities conform to international and national guidelines as well as to agency technical strategies concerning all aspects of malaria programming, including integration of malaria services within existing maternal and child health programs and service provision protocols. Job holder supports host government and USG in efforts to enhance linkages and collaboration between malaria and other relevant technical areas, e.g. antenatal care, community-based services, laboratory. This includes partnering with agency and inter-agency colleagues in other health programs to ensure that collaborative service delivery networks include comprehensive malaria services and protocols.
- 5) Provides latest information either through written materials or briefings to implementing partner staff on data collection methodologies and monitors process and progress in collecting data. Job holder makes sure that appropriate malaria objectives are achieved by helping to develop systems for the collection, analysis, and reporting of malaria program activities data. Job holder assists the Strategic Information (SI) section in monitoring activity data collection integrity and reporting.
- 6) Ensures technical and financial reports on PMI implementation are prepared and submitted as required. Prepares regular and frequent oral and written reports (including feedback on technical and program reports) to the chief of party/country director, inter-agency PMI committees and other interested parties on the progress of specific malaria program activities. Independently summarizes, and writes up findings of research and other malaria program findings to be used for reports, proposals, publications and presentations at national and international meetings. Job holder provides advice and recommendations to chief of section and/or supervisor and other agency officials in interpreting data on health objectives and indicators related to malaria.
- 7) As Contract/Agreement Officer's Representative and/or Program Manager of one or more activities, carries out management responsibilities for cooperative agreements, grants and contracts associated with malaria services. Job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for malaria programs. This ensures consistency with PMI policies and host country policies and regulations.

- 8) Job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, participates with implementing partners in the development of work plans for implementation of activities, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

2. Coordination and Liaison Services (25%)

As an expert on matters pertaining to malaria programs, job holder represents USG at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PMI and U.S. Mission country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder participates as an agency representative at inter-agency administrative and strategic planning meetings where recommendations for countrywide financial commitment targets for malaria programs are developed. Such meetings may include representatives of PMI implementing agencies: Health and Human Services (including Centers for Disease Control and Prevention), and USAID.

Job holder serves as the agency representative on inter-agency technical working groups (TWGs) for purposes of: a) assessing existing in-country assets and activities supporting the minimum package of malaria services and developing approaches to strengthening such activities with minimal overlap and unnecessary duplication; b) ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency malaria activities in Benin; c) to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level; and d) based on information received in the national committees, job holder may recommend revisions to the USAID Mission and PMI team program policies and guidelines for malaria services.

Establishes and maintains working relationships through participation in meetings, seminars, receptions and similar types of activities with U.S. Embassy staff, various host government, private sector and non-governmental representatives to further the ability of the incumbent to gain insight into evolving issues and concerns of interest to USAID. Liaises with State (Embassy and Washington-based staff) to communicate progress and achievements of USAID malaria programs and advance coordination. Provides input to organization of site visits, drafting of memos for high-level USG officials from Washington and for the Ambassador.

3. Administrative Management (25%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to treatment implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for

adherence to proposed activities; quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Job holder maintains files and records in the treatment data collection specific to the activities/programs for which incumbent is responsible. Working closely with the PMI team, job holder is responsible for data integrity and security of information specific to malaria. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically.

Job holder prepares and occasionally presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serve as spokesperson as required. S/he serves as control officer for site visits for agency and inter-agency PMI senior-level officials.

4. Other Tasks as assigned by office director or his/her designee (5%)

III. QUALIFICATIONS AND EXPERIENCE:

a. Education:

A minimum of a master's degree or equivalent in public health (MPH), Social Sciences, international Development or in related fields is required.

b. Prior Work Experience:

A minimum of seven years of progressively responsible professional-level experience in the management and implementation of regional and/or national level health programs in malaria control, with an emphasis on preventive public health programs is required. At least five years of this experience should be in public-health related work with other donor organizations, host government organizations or private sector institutions in the developing world, and preferably in Benin or neighboring countries. Specialized experience in malaria or other health program management is desired in areas including but not limited to vector control, entomology, and epidemiology. Prior work experience with other donor organizations or multilateral organizations, in areas of program management, implementation and administration is highly desirable.

c. Post Entry Training:

Incumbent is required to attend professional seminars to expand knowledge, skills and abilities in public health technical areas. Specific training on USAID and PMI approaches to program design, implementation, financial management, monitoring & evaluation, and reporting will also be provided. Agency-specific leadership development training, and training related to management of grants, contracts, and cooperative agreements is required (specifically PDM and AOR/COR training).

d. Language Proficiency:

Level IV (fluent) in written and spoken English and French is required. Ability in one more Beninese Languages is required.

e. Job Knowledge:

Job holder must possess comprehensive knowledge of health programs, policies, regulations, precedents, protocols and ethical considerations applicable to the development and administration of health development programs in Benin. A detailed working knowledge of host government and international public health systems is required.

Job holder must have a good working knowledge of a range of U.S. Government public health programs and strategies and a detailed understanding of the President's Malaria Initiative. Good working knowledge of team management techniques and a detailed technical working knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions is required.

f. Skills and Abilities

The incumbent must be innovative, possess a strong sense of diplomacy, have excellent inter-personal skills and be capable of working both as a team member and independently. Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals are required. A high level of oral and written communications skills is required in order to convey program progress and technical requirements; to influence other collaborative organizations engaged in public health development programs to adopt appropriate strategies for their program activities; and to maintain effective working relationships with national and international health partners. The person must also exercise sound, independent, professional judgment in negotiating program design and implementation decisions within the USAID/Benin health team as well as with counterparts within the host government and partner organizations;

Comprehensive knowledge and experience in public health is required. Excellent analytical and planning skills are required. Thorough knowledge of current malaria and health systems reform issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required.

Good administrative skills, including budgeting and fiscal management abilities in support of contracts, cooperative agreements and contracts is required. Incumbent must be capable of collecting, organizing, and analysing information and data to prepare accurate and timely reports related to program activities. Good working knowledge of computer software programs such as word processing, spreadsheets and databases is required. Good working speed and accuracy in the use of computer software is required. A facility for making detailed mathematical computations is required. The incumbent must have the ability to conceptualize, manage and evaluate activities.

The incumbent must be capable of traveling extensively within Benin to design, monitor and evaluate program activities. Occasionally, travel to USAID/Washington and/or neighbouring countries may be required for training and consultation purposes.

The incumbent must have ability to operate efficiently word processors, office information systems and personal computers. Also, s/he must have good writing skills for purposes of reporting to USAID/W, and preparing reports, memoranda, etc.

IV. EVALUATION FACTORS:

a. Education: 10 points

A minimum of a master's degree or equivalent in public health (MPH), Social Sciences, international Development or in related fields is required. Comprehensive knowledge and in public health is required.

b. Prior Work Experience: 30 points

A minimum of seven years of progressively responsible professional-level experience in the management and implementation of regional and/or national level health programs in malaria control, with an emphasis on preventive public health programs is required. At least five years of this experience should be in public-health related work with other donor organizations, host government organizations or private sector institutions in the developing world, and preferably in Benin or neighboring countries. Specialized experience in malaria or other health program management is desired in areas including but not limited to vector control, entomology, and epidemiology. Prior work experience with other donor organizations or multilateral organizations, in areas of program management, implementation and administration is highly desirable.

c. Language Proficiency: 10 points

Level IV (fluent) in written and spoken English and French is required.
Ability in one more Beninese Languages is required.

d. Job Knowledge: 30 points

Job holder must possess comprehensive knowledge of health programs, policies, regulations, precedents, protocols and ethical considerations applicable to the development and administration of health development programs in Benin. A detailed working knowledge of host government and international public health systems is required.

Job holder must have a good working knowledge of a range of U.S. Government public health programs and strategies and a detailed understanding of the President's Malaria Initiative. Good working knowledge of team management techniques and a detailed technical working knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions is required.

e. Skills and Abilities : 20 points

The incumbent must be innovative, possess a strong sense of diplomacy, have excellent inter-personal skills and be capable of working both as a team member and independently. Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals are required.

A high level of oral and written communications skills is required in order to convey program progress and technical requirements; to influence other collaborative organizations engaged in public health development programs to adopt appropriate strategies for their program activities; and to maintain effective working relationships with national and international health partners.

The person must also exercise sound, independent, professional judgment in negotiating program design and implementation decisions within the USAID/Benin health team as well as with counterparts within the host government and partner organizations;

Excellent analytical and planning skills are required. Thorough knowledge of current malaria and health systems reform issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required.

Good administrative skills, including budgeting and fiscal management abilities in support of contracts, cooperative agreements and contracts is required. Incumbent must be capable of collecting, organizing, and analysing information and data to prepare accurate and timely reports related to program activities. Good working knowledge of computer software programs such as word processing, spreadsheets and databases is required. Good working speed and accuracy in the use of computer software is required. A facility for making detailed mathematical computations is required. The incumbent must have the ability to conceptualize, manage and evaluate activities.

Capable of traveling extensively within Benin to design, monitor and evaluate program activities. Occasionally, travel to USAID/Washington and/or neighboring countries may be required for training and consultation purposes.

Operate efficiently word processors, office information systems and personal computers.

Good writing skills for purposes of reporting to USAID/W, and preparing reports, memoranda, etc.

V. INSTRUCTIONS TO APPLICANTS

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English. Applicants must submit a CV, an OF-612 form and should write a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of

candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position. **Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mrs. Clemencia Acacha at cacacha@usaid.gov or Mr. Laurent Kpadonou at lkpadonou@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format. Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: lkpadonou@usaid.gov and cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/BENIN
ATT. LAURENT KPADONOU/ CLEMENCIA ACACHA
EXECUTIVE OFFICE (EXO)
US EMBASSY COTONOU
MARINA AVENUE
01 BP 2012 COTONOU
BENIN

N.B: Mark submissions "PSC 680-15-000007" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VI. COMPENSATION

The position grade is FSN 11. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary. Applicants falling at the FSN 10 will receive an annual salary increase of one step each year up to the maximum step FSN 10 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Mission Director, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-11 after one year, if they are more than fully successful and experienced to perform all duties and responsibilities associated with the position. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.